

# **Report Management and Distribution System**

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- 8.1 Introduction to Report Management and Distribution System**
- 8.2 Using Report Management and Distribution System**



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## 8.1 Introduction to Report Management and Distribution System

The Report Management and Distribution System (RMDS) is an IBM product that provides an intermediate area to view reports online before they are routed to a final destination. It offers one main menu from which you can select the task you wish to perform. If you know the name of a report, you can display or print it directly from this menu.

If at any time you have difficulty using the RMDS, press **F1** for online Help.

You can route a report you have created to the RMDS by selecting the RMDS print destination within CICS or QMF. NSLDS automatically copies on-request reports and scheduled reports to the RMDS. From the RMDS, you can send a copy of the report to any other valid report destination.

## 8.2 Using Report Management and Distribution System

Use the RMDS to perform the following tasks:

- Access a report stored in the RMDS library and display or print selected pages from the report
- Send all or selected pages of a report to a variety of output media, including a hard copy printout

### 8.2.1 Logging On and Accessing RMDS

The *NSLDS–ISPF/PDF Primary Option Menu* controls access to the RMDS. Refer to Section 2.3.2.1 and the subsections that follow it for detailed instructions on how to log on to the TSO environment and access the *NSLDS–ISPF/PDF Primary Option Menu* screen (Figure 8–1).

```

----- NSLDS - ISPF/PDF PRIMARY OPTION MENU -----
OPTION ==>

  0 ISPF PARMS - Specify terminal and user parameters  USERID - Z@Z
  1 BROWSE     - Display source data or output listings TIME   - 15:51
  6 COMMAND   - Enter TSO Command, CLIST, or REXX exec  TERMINAL - 3278
  8 SDSF      - System Display and Search Facility      PF KEYS  - 12
  D DOWNLOAD  - List data sets for download to PC       DATE    - 98/10/13
  P PRF       - Platinum Report Facility               JULIAN   - 98.286
  Q QMF       - Query Management Facility
  R RMDS      - Report Management and Distribution System
  S SORT      - Sort facility
  T TUTORIAL  - Display information about ISPF/PDF
  X EXIT      - Terminate ISPF using log and list defaults

Enter END command to terminate ISPF.

```

Figure 8–1, NSLDS–ISPF/PDF Primary Option Menu Screen

**Note:** Option **P** (Platinum Report Facility) is no longer available to ED. Use QMF instead.

To access the RMDS *Main Menu* from the *NSLDS–ISPF/PDF Primary Option Menu* screen, follow these steps:

1. Type **R**, for the Report Management and Distribution System option, at the Option prompt and press **ENTER**. A Disclosure Statement is displayed.
2. Press **ENTER**. The *Main Menu* screen displays (Figure 8–2), and the cursor advances automatically to the Choice Entry field.

```

MAIN MENU

TYPE OPTION CHOICE, THEN INFORMATION IN FIELDS BELOW.
THEN PRESS ENTER.

SELECT OPTION . . 1. DISPLAY A REPORT                TIME: 09:31
                  2. OUTPUT REPORT PAGES             DATE: 98/10/15
                  3. LIST REPORT VERSIONS             98.288
                  4. CREATE NEW REPORT NAMES LIST
                  5. DISPLAY CURRENT REPORT NAMES LIST
                  6. SAVE LIST STRING
                  7. EXIT

REPORT NAME . . . .
  REQUIRED FOR OPTIONS 1, 2, 3; USABLE WITH 4, 5

LIST STRING . . . .
  NOT REQUIRED; USABLE WITH 4

COMMAND ==>

```

Figure 8–2, Main Menu Screen

3. To select an option, type **1, 2, 3, 4, 5, 6,** or **7** and press **ENTER**.

Type **1** to display a report.

Type **2** to send pages from a report to output media.

Type **3** to list the versions of a report.

Type **4** to create a new Report Names list.

Type **5** to display the current Report Names list.

Type **6** to save the list string on the *Main Menu* screen.

Type **7** to exit the RMDS.

These options are described in detail in the remainder of this chapter.

## 8.2.2 Display a Report

You can use the Display a Report option to view the output of reports you are authorized to access. This option can help you decide whether to print or download a report's output by allowing you to review its contents first.

To use this option, you must know the name of the report you want to display. If you do not know the name of the report, you can use the Create New Report Names List option or Display Current Report Names List option.

To use the Display a Report option, follow these steps:

1. On the *Main Menu* screen, type **1** in the Choice Entry field to the right of the Select Option prompt.
2. Type the **Name of the Report** in the Report Name field in the middle of the screen and press **ENTER**. The *Display a Report* screen (Figure 8–3) displays the report.

DISPLAY A REPORT			
REPORT NAME . . : NF05 - REG 5 PROGRAM ASSISTANCE			
REPORT TIMESTAMP: 1998-04-02-11.19.38			
			PAGE 1 OF 1096
			MORE: + >
CODE	TYPE	CNTL	NM
001001	6	1	AIR UNIVERSITY
001002	6	1	ALABAMA AGRICULTURAL & MECHANICAL UNIVERSITY
001003	6	2	FAULKNER UNIVERSITY
001003	6	2	FAULKNER UNIVERSITY
001003	6	2	FAULKNER UNIVERSITY
001003	6	2	FAULKNER UNIVERSITY
001003	6	2	FAULKNER UNIVERSITY
001003	6	2	FAULKNER UNIVERSITY
001004	6	1	UNIVERSITY OF MONTEVALLO
001005	6	1	ALABAMA STATE UNIVERSITY
001006	6	1	ALABAMA STATE UNIVERSITY MOBILE CENTER
001007	3	1	CENTRAL ALABAMA COMMUNITY COLLEGE
001007	3	1	CENTRAL ALABAMA COMMUNITY COLLEGE
001007	3	1	CENTRAL ALABAMA COMMUNITY COLLEGE
001007	3	1	CENTRAL ALABAMA COMMUNITY COLLEGE
COMMAND ==>			SCROLL ==> FULL

Figure 8–3, Display a Report Screen

## 8.2.3 Search a Report

You can search for text in a *Display a Report* screen either manually, using the Scroll keys and the Scroll field, or automatically, using the Command prompt.

### 8.2.3.1 Scroll Field

You can use four function keys to scroll the report up, down, or sideways until you locate the information you want. These keys are:

- **F7**—Scroll up
- **F8**—Scroll down
- **F10**—Scroll left
- **F11**—Scroll right

By default, **F7** and **F8** scroll the report one screen at a time. You can change the scroll amount by tabbing to the Scroll field and replacing the default value FULL with another value:

- If you type *HALF* in the Scroll field, **F7** and **F8** scroll a half screen at a time.
- If you type *CSR* in the Scroll field, **F7**, **F8**, **F10**, and **F11** scroll to the cursor position.
- If you type *MAX* in the Scroll field, **F7** scrolls to the top of the page, and **F8** scrolls to the bottom of the page. Using *MAX*, you can only scroll within the current page.



- If you type a number in the Scroll field, **F7** scrolls backward the specified number of lines and **F8** scrolls forward the specified number of lines. Using a number, you can only scroll within the current page.

When you scroll through a report, asterisks denote the bottom of a page and not necessarily the bottom of the report. In other words, continue scrolling.

### **8.2.3.2 Command Prompt**

You can move to specified pages or text by typing the Page and Find commands at the Command prompt.

#### **8.2.3.2.1 Page Command**

You can use the Page command to view any page in a report, as follows:

1. Press **TAB** to advance the cursor to the Command prompt.
2. Type **p**, followed by a space, followed by the **Number of the Page** you want to view, and press **ENTER**.

For example, if you want to view page 15 of a report, type **p 15** at the Command prompt and press **ENTER**. The system displays page 15 of the report.

You can also use the Page command to move forward or backward a specified number of pages, as follows:

1. Press **TAB** to advance the cursor to the Command prompt.
2. Type **p**, followed by a space, followed by **A Number Preceded by a Plus (+) or Minus (-) sign**, and press **ENTER**.

For example, if you want to move forward 11 pages, type **p +11** at the Command prompt and press **ENTER**. The report moves forward 11 pages. If you want to move backward 11 pages, type **p -11** at the Command prompt and press **ENTER**. The report moves backward 11 pages.

#### **8.2.3.2.2 Find Command**

The Find command is a general purpose tool for locating text in a report. To use the Find command, follow these steps:

1. Press **TAB** to advance the cursor to the Command prompt.
2. Type **f**, followed by a space, followed by the **Full or Partial Text** you are looking for, and press **ENTER**.

For example, if you are looking for text that contains the word *junior*, type **f junior** at the Command prompt and press **ENTER**.

3. The system locates the first occurrence of the text you entered, and automatically scrolls until that text is on the second line of the data. An example of a successful search for the word *junior* is shown in Figure 8–4.

```

                                DISPLAY A REPORT
REPORT NAME . . : NF05 - REG 5 PROGRAM ASSISTANCE
REPORT TIMESTAMP: 1998-04-02-11.19.38
                                PAGE 1 OF 1096
                                MORE:   -  +  >

-----
001014          5          2  DANIEL PAYNE COLLEGE
001015          3          1  ENTERPRISE STATE JUNIOR COLLEGE
001016          6          1  UNIVERSITY OF NORTH ALABAMA
001017          3          1  GADSDEN STATE COMMUNITY COLLEGE
001017          3          1  GADSDEN STATE COMMUNITY COLLEGE
001017          3          1  GADSDEN STATE COMMUNITY COLLEGE
001017          3          1  GADSDEN STATE COMMUNITY COLLEGE
001017          3          1  GADSDEN STATE COMMUNITY COLLEGE
001017          3          1  GADSDEN STATE COMMUNITY COLLEGE
001018          3          1  GEORGE CORLEY WALLACE STATE COMMUNITY COLLEGE AT DOTH
001018          3          1  GEORGE CORLEY WALLACE STATE COMMUNITY COLLEGE AT DOTH
001018          3          1  GEORGE CORLEY WALLACE STATE COMMUNITY COLLEGE AT DOTH
001019          5          2  HUNTINGDON COLLEGE
001020          6          1  JACKSONVILLE STATE UNIVERSITY
001021          3          1  JEFFERSON DAVIS COMMUNITY COLLEGE
001021          3          1  JEFFERSON DAVIS COMMUNITY COLLEGE
001021          3          1  JEFFERSON DAVIS COMMUNITY COLLEGE
001021          3          1  JEFFERSON DAVIS COMMUNITY COLLEGE
001021          3          1  JEFFERSON DAVIS COMMUNITY COLLEGE

COMMAND ==>                                SCROLL ==> FULL

```

Figure 8–4, Display a Report Screen (Successful Search)

If the text is found on the same screen the search was started from, the cursor will go to the selected data. If the matching text is not what you need, you can continue the search by pressing **F5** to repeat the Find command.

4. If the automatic search finds no matching text, the *Display a Report* screen displays the “DBNV404 SEARCH FOR FIND STRING FAILED” message, as shown at the bottom of Figure 8–5.

DISPLAY A REPORT			
REPORT NAME . . : NF05 - REG 5 PROGRAM ASSISTANCE			
REPORT TIMESTAMP: 1998-04-02-11.19.38			
			PAGE 1 OF 1096
			MORE: + >
-----			
CODE	TYPE	CNTL	NM
-----			
001001	6	1	AIR UNIVERSITY
001002	6	1	ALABAMA AGRICULTURAL & MECHANICAL UNIVERSITY
001003	6	2	FAULKNER UNIVERSITY
001003	6	2	FAULKNER UNIVERSITY
001003	6	2	FAULKNER UNIVERSITY
001003	6	2	FAULKNER UNIVERSITY
001003	6	2	FAULKNER UNIVERSITY
001003	6	2	FAULKNER UNIVERSITY
001004	6	1	UNIVERSITY OF MONTEVALLO
001005	6	1	ALABAMA STATE UNIVERSITY
001006	6	1	ALABAMA STATE UNIVERSITY MOBILE CENTER
001007	3	1	CENTRAL ALABAMA COMMUNITY COLLEGE
001007	3	1	CENTRAL ALABAMA COMMUNITY COLLEGE
001007	3	1	CENTRAL ALABAMA COMMUNITY COLLEGE
DBNV404 SEARCH FOR FIND STRING FAILED			
COMMAND ==> f zebra			SCROLL ==> FULL

Figure 8–5, Display a Report Screen (Unsuccessful Search)

*Specifying a Search Range*

If you know that the data you want to locate is in a particular column or text area, you may want to limit the search to that column or text area. In this case, the RMDS ignores the same data if it is located in a different column or text area. You can define the column or text area by adding the beginning and ending character numbers of the range you wish to search to the Find command.

To determine these character numbers, you must use the ruler. The ruler shows the number of characters on each screen row. To activate the ruler in a display screen, type **COLS ON** at the Command prompt and press **ENTER**. (To deactivate the ruler, type **RES** at the Command prompt and press **ENTER**.) The system displays the ruler above the data (Figure 8–6).

DISPLAY A REPORT			
REPORT NAME . . : NF05 - REG 5 PROGRAM ASSISTANCE			
REPORT TIMESTAMP: 1998-04-02-11.19.38			
			PAGE 1 OF 1096
			MORE: + >
-----1-----2-----3-----4-----5-----6-----7-----8			
CODE	TYPE	CNTL	NM
001001	6	1	AIR UNIVERSITY
001002	6	1	ALABAMA AGRICULTURAL & MECHANICAL UNIVERSITY
001003	6	2	FAULKNER UNIVERSITY
001003	6	2	FAULKNER UNIVERSITY
001003	6	2	FAULKNER UNIVERSITY
001003	6	2	FAULKNER UNIVERSITY
001003	6	2	FAULKNER UNIVERSITY
001004	6	1	UNIVERSITY OF MONTEVALLO
001005	6	1	ALABAMA STATE UNIVERSITY
001006	6	1	ALABAMA STATE UNIVERSITY MOBILE CENTER
001007	3	1	CENTRAL ALABAMA COMMUNITY COLLEGE
001007	3	1	CENTRAL ALABAMA COMMUNITY COLLEGE
001007	3	1	CENTRAL ALABAMA COMMUNITY COLLEGE
001007	3	1	CENTRAL ALABAMA COMMUNITY COLLEGE
COMMAND ==>			SCROLL ==> FULL

Figure 8–6, Display a Report Screen with Active Ruler

The ruler displays a number every 10 characters. Therefore, “1” on the ruler occurs 10 characters from the left margin, “2” occurs 20 characters from the left margin, and so on. Between numbers, the “+” symbol occurs every five characters. The first “+” is at 5 characters, the second at 15, the third at 25, and so on. The “-” symbols stand for individual character positions.

To define a range of the screen to search, use the ruler to measure the character count at the beginning of the search range and at the end of the search range. Then append these two numbers to the basic Find command. For example, to search only the NM column in Figure 8–6 for the string *Auburn*, type **f AUBURN 25 75** and press **ENTER**.

An example of a successful search for the string *Auburn* using a column range is shown in Figure 8–7.

DISPLAY A REPORT							
REPORT NAME . . : NF05 - REG 5 PROGRAM ASSISTANCE				PAGE 1 OF 1096			
REPORT TIMESTAMP: 1998-04-02-11.19.38				MORE: - + >			
1	2	3	4	5	6	7	8
001008	5	1	ATHENS STATE COLLEGE				
001009	6	1	AUBURN UNIVERSITY				
001010	5	2	BIRMINGHAM BAPTIST COLLEGE				
001011	9	9	BIRMINGHAM SCHOOL OF LAW				
001012	6	2	BIRMINGHAM SOUTHERN COLLEGE				
001013	3	1	JOHN C CALHOUN STATE COMMUNITY COLLEGE				
001013	3	1	JOHN C CALHOUN STATE COMMUNITY COLLEGE				
001014	5	2	DANIEL PAYNE COLLEGE				
001015	3	1	ENTERPRISE STATE JUNIOR COLLEGE				
001016	6	1	UNIVERSITY OF NORTH ALABAMA				
001017	3	1	GADSDEN STATE COMMUNITY COLLEGE				
001017	3	1	GADSDEN STATE COMMUNITY COLLEGE				
001017	3	1	GADSDEN STATE COMMUNITY COLLEGE				
001017	3	1	GADSDEN STATE COMMUNITY COLLEGE				
001017	3	1	GADSDEN STATE COMMUNITY COLLEGE				
001017	3	1	GADSDEN STATE COMMUNITY COLLEGE				
001018	3	1	GEORGE CORLEY WALLACE STATE COMMUNITY COLLEGE AT DOTH				
001018	3	1	GEORGE CORLEY WALLACE STATE COMMUNITY COLLEGE AT DOTH				
COMMAND ==>				SCROLL ==> FULL			

Figure 8–7, Successful Find Using Column Range

You can search for further occurrences of the string by pressing **F5** until you find what you need.

### Header Hold Command

You can use the Header Hold command to cause specified screen lines to appear at the top of each screen as you scroll up and down, creating a permanent header. For example, you may want the column headings or other screen lines to remain visible as you scroll. To use the Header Hold command, follow these steps:

1. Press **TAB** to advance the cursor to the Command prompt.
2. Type **HDR x,y**, where x and y are the numbers of the first and last screen lines that you want in the header, and press **ENTER**.

For example, if the column headings in a report are on screen line 4, you may want to create a header by typing **HDR 3,5** at the Command prompt. This will cause screen lines 3, 4, and 5 to appear at the top of each screen as you scroll through the report.

To turn the Header Hold command off, type **HDR RES** at the Command prompt.

### Column Hold Command

You can use the Column Hold command to hold a specified column on the screen while you scroll left or right. You can define the column area by adding the beginning and ending character numbers of the desired range to the Column Hold command.

To get these character numbers, you must use the ruler. The ruler shows the number of characters on each screen row. To activate the ruler in a display screen, type **COLS ON** at the Command prompt and press **ENTER**. (To deactivate the ruler, type **RES** at the command prompt and press **ENTER**.)

To use the Column Hold command, follow these steps:

1. Press **TAB** to advance the cursor to the Command prompt.
2. Type **COL x,y**, where x and y are the character numbers at the beginning and end of the desired range, and press **ENTER**.

For example, if you want the Code Numbers of the colleges to always be visible as you scroll to the left and right, you would type **COL 1,10** at the Command prompt and press **ENTER**. The Code column will remain on the screen as you scroll left and right.

To turn the Column Hold command off, type **COL RES** at the Command prompt and press **ENTER**.

## 8.2.4 Output Report Pages

You can use the Output Report Pages option to send selected pages from a report to an output medium. To use this option, you must know the name of the report you want to access. If you do not know the name of the report, you can use the Create New Report Names List or Display Current Report Names List options to locate it.

To use the Output Report Pages option, follow these steps:

1. On the *Main Menu* screen, type **2** in the Choice Entry field.
2. Type the **Name of the Report** in the Report Name field in the middle of the screen and press **ENTER**. (The report name will automatically be filled in if you have selected the report using the Create New List Report Names or Display Current List Report Names options.) The *Send Report Pages* screen displays (Figure 8–8).

SEND REPORT PAGES							
REPORT NAME . . : NF05 - REG 5 PROGRAM ASSISTANCE							
REPORT TIMESTAMP: 1998-04-02-11.19.38							
SPECIFY PAGE RANGES:							
FROM	TO	FROM	TO	FROM	TO	FROM	TO
1	1096						

Figure 8–8, Send Report Pages Screen

- To select the pages you want, type the beginning and ending **Page Numbers** in the From and To columns and press **ENTER**. The *Batch Print Destinations* screen displays (Figure 8–9).

BATCH PRINT DESTINATIONS	
SELECT DESTINATION ==>	
1 - DISKETTE	- OUTPUT TO PC DISKETTE
2 - DOWNLOAD	- DOWNLOAD TO PC FILE
3 - L3800	- VIRTUAL DATA CENTER HIGH SPEED PRINTER
4 - RMT201	- FALLS CHURCH DEVELOPMENT OFFICE
5 - TAPE	- DATA SET FOR TAPE DISTRIBUTION
6 - WAN	- SEND TO T4 WAN MAILBOX
7 - HP683	- NSLDS CUSTOMER SERVICE CENTER
COMMAND==>	

Figure 8–9, Batch Print Destinations Screen

- To select an output media option, type **1**, **2**, **3**, **4**, **5**, **6**, or **7** at the Select Destination prompt and press **ENTER**. A parameters screen displays (Figure 8–10).

ADDITIONAL PRINT PARAMETERS		
REPORT NAME . . : NF05 - REG 5 PROGRAM ASSISTANCE		
REPORT TIMESTAMP: 1998-04-02-11.19.38		
COPIES . . . 1	CHARACTER SET 1 . . D225	FCB . .
PAGEDEF . . L8060	CHARACTER SET 2 . .	
FORMDEF . . S085	CHARACTER SET 3 . .	
PRMODE . . .	CHARACTER SET 4 . .	
COMMAND ==>		

*Figure 8–10, Additional Print Parameters Screen*

5. Press **ENTER** to complete this procedure.

Selected pages can also be sent to output media using the Create New List Report Names List and Display Current Report Names List options.

The output media options are discussed in the following sections.

#### **8.2.4.1 Output to PC Diskette or Tape Cartridge**

The NSLDS Data Center distributes output data on PC diskettes or mainframe magnetic tape to authorized users at their authorized mailing address. Diskettes and tape are available in the following configurations:

- Diskettes
  - 3.5 Inch High Density (Default)
  - 3.5 Inch Low Density
  - 5.25 Inch High Density
  - 5.25 Inch Low Density
- Magnetic Tape
  - Cartridge (Default)
  - 800 Bits Per Inch (bpi) Reel
  - 1600 bpi Reel
  - 6250 bpi Reel



If you want diskettes or tapes in any configuration other than the default, you must call the CSC at 1-800-999-8219 and ask the CSR to change your user profile to reflect the diskette or tape configuration you prefer.

#### **8.2.4.2 Send to T4 WAN Mailbox**

Title IV WAN users who want data transmitted to their Title IV WAN mailbox for further analysis should choose the Send to T4 WAN Mailbox option. For instructions on how to retrieve data from a Title IV WAN mailbox, see the Title IV WAN User's Guide.

#### **8.2.4.3 Print**

You can select to print your NSLDS reports on any printer listed on the *Batch Print Destinations* screen. Because they are unformatted data files, extracts cannot be printed or sent to the RMDS. Reports printed at the NSLDS Data Center are sent to your authorized mailing address.

#### **8.2.4.4 Download to PC File**

If you want to download data to your own computers for further analysis or formatting, select the Download to PC File option. Refer to Chapter 17 for instructions on using the Download function.

### **8.2.5 List Report Versions**

You can use the List Report Versions option to view detailed information about different versions of reports stored on the system, including the number of pages in each version and the date and time it was generated. The List Report Versions option can help you decide which report to access by allowing you to examine each version in detail before spending time printing or viewing the wrong one.

To use the List Report Versions option, you must know the name of the report you want to access. If you do not know the name of the report, you can use the Create New Report Names List or Display Current Report Names List option to locate it.

To access the List Report Versions option, follow these steps:

1. On the *Main Menu* screen, type **3** in the Choice Entry field.
2. Type the **Name of the Report** in the Report Name field in the middle of the screen and press **ENTER**. (The report name will automatically be filled in if you have selected the

report using the List Report Names option.) The *List Report Versions* screen (Figure 8–11) displays the versions of the report:

```

                                LIST REPORT VERSIONS
                                Row 1 to 7 of 7
REPORT NAME . . . : S011 - MIGRATION REPORTS
  TYPE AN ACTION CODE (1=DISPLAY  2=SEND),
  THEN PRESS ENTER.

ACTION          TIMESTAMP          PAGES          STATUS
1998-10-06-08.22.22          18
1998-10-05-04.00.55          18
1998-10-04-14.30.12          18
1998-10-03-01.00.56          18
1998-10-02-01.01.03          18
1998-10-01-01.01.18          18
1998-09-30-01.01.28          18
***** Bottom of data *****

COMMAND ==>                                SCROLL ==> PAGE

```

Figure 8–11, List Report Versions Screen

3. Use the detailed information about each version of the report you selected to determine which version to access. This screen lists in chronological order all versions of the report that you are authorized to view or print. It also shows the report name, date and time of storage, number of pages, and status.
4. Press **TAB** to advance the cursor to the Action column next to the version you wish to access.
5. Type **1** (Display) or **2** (Send) and press **ENTER**.

If you typed **1**, the selected version displays. See Section 8.2.2 for a discussion of the Display option.

If you typed **2**, the *Send Report Pages* screen displays. You can select pages from the version and send them to an output medium. See Section 8.2.4 for a discussion of the Send option.

You can also select versions of reports for display or output using the Create New Report Names List and Display Current Report Names List options.

## 8.2.6 Create New Report Names List

Use the Create New Report Names List option to view the names of the reports you are authorized to access. Before accessing a report online, you can use this option to view the names of available reports, and to determine whether multiple versions of these reports exist and where they are stored. The Create New Report Names List option can also help you decide whether to construct a new extract, or access and examine an existing report to see if it contains the needed information.

If there are a large number of reports, creating a new Report Names List can take a very long time. After you have created a new list, you can use the Display Current Report Names List, option 5 on the *Main Menu* screen, to quickly display the list without having to re-create it. (See Section 8.2.7, Display Current Report Names List.) The current list, however, will not contain any reports that have been added to the RDMS since the last new list was created.

To access the Create New Report Names List option, follow these steps:

1. On the *Main Menu* screen, type **4** in the Choice Entry field and press **ENTER**. The *List Report Names* screen (Figure 8–12) displays a list of reports.

LIST REPORT NAMES			Row 1 to 4 of 4
TYPE AN ACTION CODE (1=DISPLAY 2=SEND 3=VERSIONS), THEN PRESS ENTER.			
ACTION	REPORT NAME	VERSIONS	
	NF05 - REG 5 PROGRAM ASSISTANCE	00004	
	N068 - GA009B SCHOOL TABLE QUERY	00001	
	N071 - SCH06A HISTORY ATTRIBUTE	00001	
	S011 - MIGRATION REPORTS	00007	
***** Bottom of data *****			
COMMAND ==>			
SCROLL ==> PAGE			

Figure 8–12, List Report Names Screen

2. Press **TAB** to move the cursor to the Action column to the left of the report you want to select.
3. Type **1** (Display), **2** (Send), or **3** (Versions).
4. Press **ENTER**.

If you typed **1**, the report you selected displays. See Section 8.2.2, Display a Report, for a discussion of the Display option.

If you typed **2**, the *Send Report Pages* screen displays. You can select pages from a report to be sent to one of the output media. See Section 8.2.4, Output Report Pages, for a discussion of the Send option.

If you typed **3**, you can select a version of a report for display or output. See Section 8.2.5, List Report Versions, for a discussion of the Versions option.

### *List String Field*

The *Main Menu* screen contains a field named List String. You can use this field along with the Create New Report Names List option to create a Report Names List that contains only those reports whose names begin with a specified string of characters. This feature is useful in two sets of circumstances:

1. If you want to display a list of all reports beginning with a particular string of characters, you can type the characters in the List String field followed by an asterisk.
2. If you cannot remember the exact name of a report, you can type the first few characters in the List String field followed by an asterisk.

In each case, the system will create a list of reports whose names begin with the specified characters.

## **8.2.7 Display Current Report Names List**

If there are a large number of reports available on the system, creating a new Report Names List can take a very long time. After you have created a new list, you can use the Display Current Report Names List option to quickly display the list without having to re-create it. The current list, however, will not contain any reports that have been added to RDMS since the last new list was created.

## **8.2.8 Save List String**

Use the Save List String option to save a character string entered in the List String field on the *Main Menu* screen. Character strings are used along with the Create New Report Names List option to create a Report Names List containing only those reports whose names begin with the specified string of characters. After you use the Save List String option, the *Main Menu* screen will continue displaying the character string until you change it and save it again.

See the discussion of the List String field in Section 8.2.6, Create New Report Names List.

## **8.2.9 Exit**

Press the **F3** function key to move backward through the screens until you reach the RMDS *Main Menu* screen. From there, you can either use **F3** or option **7** on the *Main Menu* screen to exit the RMDS.

